



Introduction

GMatrix (hereinafter referred to as GTM) is a for-profit organisation whose policies and operating procedures are designed to care for students attending UK boarding schools on their journey within the UK.

We have a team at Heathrow called 'Airport Guardians' deployed on all designated school travel days to help deal with unfolding circumstances.

The Management Team:

Mr Jason Curl, Operations including Fulfilment Partner selection

Mr David Williams, Overall Operations and Strategy

Mr Andrew Steven, Systems and IT

GMatrix is based at:

Tite House, Wardington, Banbury OX17 1SP

GMatrix is managed by a management team (the Team). David Williams has particular responsibility for our safeguarding policies and procedures.

The Team has adopted this safeguarding policy and expects every adult working or helping at GMatrix to support it and comply with it. Consequently, this policy shall apply to all staff, managers, directors, contractors, volunteers, students or anyone working on behalf of GMatrix.

Purpose of the Policy

This policy is intended to protect children and young people who are transported via our service and/or use the GTM Chaperone service (Airport Guardians) operating at London Heathrow Airport

As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as contractors or staff, to guide our approach to child protection and safeguarding.

Global Talent Matrix Limited
Tite House, Wardington, Banbury OX17 1SP, UK

Tel: +44 20 3355 2858

Email: info@gtmatrix.net

Registered in England no. 8384788

Registered office 5 Hallidays Mill, London Rd. Chalford, GL6 8NR, United Kingdom





The risks to children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

Mission Statement

In delivering our safeguarding duties, we recognise that:

- the welfare of the child is paramount
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

Disclosure and barring

All Drivers transporting Children under 18 years of age must be Enhanced DBS checked plus barred list checked.



DBS Update Service

Our staff and contractors are requested to join the DBS Update Service at the point an application for their DBS check is made, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue.

This allows for portability of a certificate across employers.

Before using the Update Service GTMatrix must:

- obtain consent from the applicant to do so;
- confirm the certificate matches the individual's identity;
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

GTMatrix can then subsequently carry out a free online check. This identifies whether there has been any change to the information recorded since the initial certificate was issued and advise whether the individual should apply for a new licence.

GTMatrix offers:

- Transport services specifically for Children U18 years old.
- Access to chauffeur, taxi, minibus and coach companies in order to provide a UK-wide transport solution.
- Airport Guardians (currently operational at London Heathrow only)
- Unaccompanied Minor services at UK airports
- Ride-share services between participating students

Our activities therefore require adult chaperones to undergo Enhanced DBS check with barred list check plus update service.

GTM process

1. We use our network in order to narrow down which transport operators we consider partnering with
2. We can choose which operators to work with in any chosen area.
3. We interview each company we work with in order to assess management and/or control staff compliance with our operating standards.
4. We review each of our partner firms on a regular basis.



5. We require all firms we work with to sign our Service Level Agreement (SLA) which stipulates our specific requirements.

Our software

We have developed our own software which keeps records of:

Journeys including student names, times, journey plan, pricing information, FP details and driver details.

Fulfilment Partners including driver name and contact phone number, local authority licence details, DBS information and car registration.

Students including school attended, guardian information, telephone number and emergency contact number.

Our servers and connection to them is SSL encrypted and all of our IT systems are GDPR compliant.

Driver Licensing

All licensed private hire drivers must work for a licensed private hire operator.

Driver licensing outside London is dealt with by the local Council. To be licenced one must:

- be able to work legally in the UK
- have held a full GB or Northern Ireland driving licence, or a full EU driving licence, for at least 12 months
- be a 'fit and proper person' - which means background and character will be checked.

The awarding Council may carry out an enhanced criminal records check from the Disclosure and Barring Service.

Operating procedure

The GTMatrix Team will take very seriously any allegation of impropriety on the part of any member of GTMatrix or one of our FP's. A member of GTMatrix who discovers anything amiss should get in touch immediately with:

Mr David JH Williams



The Team will review the allegation and the likely risk to children and, if appropriate, will instigate and action any measures against that individual within our HR and Employment Policies, SLA's and T&C's, but only in full accordance with the rules and procedures of GTMatrix.

Health and safety aspects of safeguarding children

Our Airport Guardians team will ensure sufficient adults are present on all designated school travel days accounting for the number of students arriving or departing, on which flights and from which terminals.

Policy on the prevention of bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise whilst children are in our care, those involved will be separated immediately and the school of the children involved will be asked to deal with the matter. The Team will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Team will consider banning a child from future transport, but only in full accordance with the rules and procedures of GTMatrix.

Photographing children

No photographs will be taken or published of any child assigned to our care. We issue strict instructions via our SLA's to all of our drivers. If any person has any concerns regarding our drivers or chaperon staff taking photos during a transfer organised by us, that person should contact GTMatrix immediately.

Managing behaviour, discipline and acceptable restraint

Unacceptable behaviour on a GTMatrix transfer for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their school.

GTMatrix may apply a further disciplinary sanction; namely the banning of the child from one or more future transfers. Any such sanction would be determined and applied by the



following officer in conjunction with the approving body (School, Guardian, Guardianship or Parent):

Mr David JH Williams

A parent, Guardian(ship) or school who is aggrieved by this ban may appeal to GTMatrix who will hear the views of all relevant persons. The decision of GTMatrix is then final. Any such appeals should be made to, and will be determined by the following officer:

Mr David JH Williams

Other Policies

This safeguarding policy should be read together with the following policies and resources:

SLA's & Driver Guidelines

This Policy was approved by the following officer on 04/04/2021 and is due for review every 3 years:

Mr David JH Williams